

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

RAB-9

1. TITLE OF REPORT (if a fill-in report include Form No.)

Annual Records Inventory to C/RAB

2. TYPE OF REPORT

☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

Form

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

FPMR

10. PREPARING COMPONENT (include lowest level contributing information to report)

RAB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Stat. Reports from all ARO's
Form 138 Records Survey Worksheets
Records Center Report (RAB-12)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
12-4	7.51		40		300.40		57		\$17,122.80
11-7	6.87		8		54.96		1		54.96
7-9	4.93		25		123.25		1		123.25
13-4	8.86		15		131.90		1		131.90
14-4	10.39		5		51.95		1		51.95

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$17,484.86

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

XX - Stat. Reports requested from all ARO's GS9 thru GS14 - Using average grade GS 12-4 for costing purposes. These costs will probably be duplicated in all components on an individual basis.

To measure status of Records Program

and use as basis for report to National Archives (RAB 1 & 2)

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

RETAIN AS IS

☐ OTHER (explain)

Reduce 5%

☒ CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT
10/9/70

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